Speech Outline

Title of your speech: ____________________________________________________________

Purpose (why are you giving this speech?): __________________________________________

Thesis (what is your argument?): ________________________________________________________

INTRODUCTION:

a. **Greeting and Attention Getter**: Start by greeting the audience. Use an astonishing statement, statistic, quote, rhetorical question, joke, story, or visual aid (that relates to your topic) to pique the interest of the audience.

b. **Thesis Statement**: This is the statement in your introduction that states the purpose of your speech.

c. **Outline the Main Points**: Briefly give an overview of the main points you will be addressing throughout your speech.

d. **Credibility**: This is where you will have to state to the audience why you are “qualified” to speak about the subject.

e. **Why**? Tell your audience why you think this presentation will be useful to them.

BODY:

<table>
<thead>
<tr>
<th>Main idea #1: Write a complete sentence that introduces your first point.</th>
<th>Supporting ideas: What will you tell your audience that supports your main point</th>
<th>Details and Examples: Give details and examples about your main idea and/or supporting ideas</th>
<th>Transition: Use a transitional phrase to make it clear you are moving on to the next point.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main idea #2</strong>: Write a complete sentence that introduces your second point.</td>
<td>Supporting ideas: What will you tell your audience that supports your main point</td>
<td>Details and Examples: Give details and examples about your main idea and/or supporting ideas</td>
<td>Transition: Use a transitional phrase to make it clear you are moving on to the next point.</td>
</tr>
<tr>
<td><strong>Main idea #3</strong>: Write a complete sentence that introduces your third point.</td>
<td>Supporting ideas: What will you tell your audience that supports your main point</td>
<td>Details and Examples: Give details and examples of your main idea and/or supporting ideas.</td>
<td>Transition: Use a transitional phrase to make it clear you are moving on to the conclusion.</td>
</tr>
</tbody>
</table>

CONCLUSION:

a. **Transition**: Use a sentence that signals to the audience that you are ending your conclusion.

b. **Restate Your Main Points**: Summarize your main ideas and restate your topic.

c. **Closer**: End with a statement that will help the audience remember your speech.
Speech Outline

I) Introduction
   A) Attention Statement:
   B) Thesis Statement:
   C) Preview of Main Points:
   D) Establish Credibility
   E) Establish Goodwill

Transition to Main Point #1

II) Body
   A) Main Point #1
      1) Supporting Idea:
      2) Supporting Idea:

   Transition to Main Point #2
   B) Main Point #2
      1) Supporting Idea:
      2) Supporting Idea:

   Transition to Main Point #3
   C) Main Point #3
      1) Supporting Idea:
      2) Supporting Idea:

   Transition to Conclusion

III) Conclusion
   A) Provide a sentence that informs the reader that you are concluding your speech.
   B) Restate your topic and briefly mention your main points
   C) End with closer that leaves the audience with a good impression